



STATE OF INDIANA

MITCHELL E. DANIELS, JR., Governor

DEPARTMENT OF ADMINISTRATION

Procurement Division


402 W Washington Street, Room W468

Indianapolis, Indiana 46204

317 / 232-3053

Award Recommendation Letter

Date: January 19, 2010

To: Jessica Robertson, Director of Strategic Sourcing 

From: Molly Martin, Strategic Sourcing Analyst

Subject: Recommendation of Selection for RFI 10-42
Solicitation for Compliance Monitoring Services
for the Indiana Criminal Justice Institute

Estimated Amount of Two Year Contract: \$235,000

Based on the evaluation of our team, we recommend for selection the **Youth Law T.E.A.M. of Indiana** to begin contract negotiations to provide Compliance Monitoring for the State of Indiana. Terms of this recommendation are included in this letter.

The evaluation team received proposals from two (2) vendors:

- Hammer Legal Group
- Youth Law T.E.A.M. of Indiana

The proposals were evaluated by a three (3) member team and IDOA according to the following criteria:

- Management Assessment/Quality (30 points)
 - Qualifications/Experience
 - Agreement to meet contractual requirements
 - Financial Stability/Industry Presence
 - References
- Pricing Proposal (25 points)

Scoring was completed as follows:

A. Management Assessment/Quality

The evaluation team's scores were based on a review of each Respondent's proposed approach to each section of the MAQ, as well as specific questions that Respondents were asked to respond to in the RFI.

Results of the Management Assessment/Quality evaluation are shown below:

Table 1: Management Assessment/Quality Scores

| Evaluation Section | Hammer Legal Group | Youth Law T.E.A.M. |
|--------------------|--------------------|--------------------|
| MAQ | 15.33 | 26.33 |

During MAQ evaluation, the evaluation team observed the following regarding each respondent:

Hammer Legal Group

Hammer Legal Group scored 15.33 points out of the possible 30 qualitative points. Some of Hammer Legal Groups strengths were their financial stability and their industry presence. However, the team was concerned with their qualifications/experiences with compliance monitoring and their references.

Youth Law T.E.A.M. of Indiana

Youth Law T.E.A.M. of Indiana scored 26.33 points out of the possible 30 qualitative points. Youth Law T.E.A.M. of Indiana demonstrated a strong solution overview including qualifications/experience, financial stability/industry presence, and references that demonstrated their experience and capabilities needed to perform the services requested in the RFI.

B. Cost Proposal

The Respondent with the lowest cost received the full 25 points allocated to the Cost Score. Each Respondent thereafter, received a prorated portion of the 25 points compared to the lowest cost.

The final cost scores are as follows:

Table 2: Final Cost Scores

| Respondent | Cost Score (25 Max) |
|--------------------|---------------------|
| Hammer Legal | 7.67 |
| Youth Law T.E.A.M. | 25.00 |

C. Final Scores

Table 3: Final Overall Evaluation Scores

| Respondent | Management Assessment/ Quality Score (30 max) | Cost Score (25 max) | Total Score (55 max) |
|--------------------|---|---------------------|----------------------|
| Hammer Legal | 15.33 | 7.67 | 23.00 |
| Youth Law T.E.A.M. | 26.33 | 25.00 | 51.33 |

Award Summary

The State recommends to begin contract negotiations with **Youth Law T.E.A.M. of Indiana** to provide compliance monitoring services to the Indiana Criminal Justice Institute. It was determined that Youth Law T.E.A.M. of Indiana had the highest evaluation score and the lowest cost proposed to the State for RFI 10-42.

During the course of evaluation, the State scrutinized all proposals to determine the viability of the proposed business solutions to meet the goals of the program and to meet the needs of the State. The team evaluated proposals based on the stipulated criteria outlined in the RFI document.

This agreement will be for a period of two (2) years. At the discretion of the State, there may be two (2) one (1) year renewals.